Auburn Student Assistants or Graduate Assistants

Broad Scope and Function: There is a need to support various duties and functions in professional office setting in Auburn. We are interested in hiring dedicated student to assist with public outreach, information technology, invoice processing, and general office assistance. If this is you, please read on!

Hours Per Week: 16-30.   Work Schedule: Flexible. Outreach students may work weekends. Students may work up to 30 hours per week during the academic year. Pay Range: $9.50 - 12.00/hour

Duties and Responsibilities.
The SNC has **multiple positions available immediately for students in Auburn.** Under direction of the Administrative Services Manager or others, the students will perform a variety of analytical, outreach, clerical, data entry or computer technology activities in support of the Conservancy. We have need for students interested in computers, web sites, public outreach, business processes, working with invoices, spreadsheets, and research.

Students with an interest in **Information Technology** will learn state-of-the-art systems and will assist in maintaining the management information and communication systems for SNC. Provide back up help desk support for staff at headquarters and three area offices, and assist with MS Office 2003 and Adobe Acrobat products, live "webinars" and workstation set-up.

Business students are needed to assist with invoice tracking, logging and research.

Public relations, journalism and marketing students are needed to assist with outreach efforts. In all cases, we are looking for good people, who are interested in working in a great office setting, willing to contribute what they can. All students are encourage to apply.

Minimum Qualifications: Must have a neat appearance, great attitude, and good work ethic!

Preferred Qualifications: Knowledge of Windows XP, MS Office 2003. IT students should be more familiar with MS Small Business Server 2003, and website development and maintenance.

To Apply: Go to: www.ueijobs.com and apply on line.